

**Department of Commerce FY 2000/2001 CFO Guidance
Federal Agencies' Centralized Trial Balance System I**

I. Purpose

These instructions and guidance apply to reporting entities (hereinafter referred to as bureaus) preparation of a) Federal Agencies' Centralized Trial Balance System I (FACTS) data submissions; b) additional information needed for the Department's FACTS Notes data; and c) Account Grouping Worksheets, which reconcile a bureau's FACTS submissions with the bureau's audited financial statements.

II. Background

Section 114 of the Budget and Accounting Procedures Act of 1950 (31 U.S.C. 3513a) provides that each executive agency must furnish the Secretary of the Treasury with information relating to the agency's financial condition and operations. FACTS is a tool for Treasury to annually collect, prepare, and submit to the President and Congress audited financial statements for the preceding fiscal year, covering all accounts and associated activities of the Executive Branch of the United States. Annually (normally July or August), Treasury issues a Transmittal Letter that revises its Treasury Financial Manual (TFM) Volume 1, Part II-4000. This section of the TFM contains instructions and guidelines for the FACTS data and FACTS Notes. Agencies are required to electronically transmit pre-closing adjusted trial balances (ATB) for the fiscal year ended September 30 at the Treasury appropriation/fund group level. Prior to data submission, agencies must review and update Treasury's Master Appropriation File (MAF) maintained by Treasury's Financial Management Service. The MAF contains data fields pertinent to agencies' funds and activities.

OFM will transmit the bureaus' FACTS submissions to Treasury, and OFM is also required to reconcile the aggregate of the bureaus' FACTS submissions to the Department's audited financial statements.

III. Accounting Guidance Related to the FACTS Submissions

A. Compliance with Treasury Financial Manual (TFM), Volume I, Part II-4000

It is imperative that bureaus are in compliance with Treasury's FACTS data and FACTS Notes instructions and guidelines per TFM, Volume I, Part II-4000. Bureaus should closely review the Transmittal Letter that contains the latest revisions to TFM, Volume I, Part II-4000.

B. Master Appropriation File (MAF)

Bureaus must notify OFM by August 31 of each fiscal year of any additions (e.g. newly established Appropriation Symbol), deletions (e.g. cancelled Appropriation Symbol) or revisions to MAF so that it can be updated prior to the FACTS data submission process. Bureaus are required to review the Department's MAF data (**Exhibit 1**) to ensure that it is complete and accurate.

Treasury Bulletin No. 2000-02 dated December 13, 1999, provided for the discontinuation of Deposit Fund X6875, *Suspense*, as of June 30, 2000. Agencies must take necessary and appropriate action to clear all Appropriation Symbol 13X6875 balances before June 30, 2000.

C. Accounting Instructions

To ensure consistency of the Department's FACTS submissions, bureaus are required to conform to the below accounting guidance.

1. Budget Clearing Accounts:

At September 30, there should not be any balance in the appropriation fund group series 3800, *Budget Clearing Accounts*. Budget Clearing Accounts balances will result in a misstatement of Fund Balances with Treasury.

2. Fund Balance with Treasury - Deposit Funds:

Treasury Bulletin 2000-02 established that "if a Federal disbursing officer over-disburses a deposit fund, an Anti-Deficiency Act violation has been committed and must be reported promptly." Bureaus should correct balances and adjust procedures to ensure that negative balances in Deposit Funds do not occur.

3. Intra-Bureau Transactions:

Intra-bureau transactions should be included in your FACTS data under trading partner '13.' The totals of the intra-bureau transactions included in your FACTS data should agree to the total amounts for intra-bureau transactions included in your Final FY 2000/2001 Intra-Commerce Transaction Detail Report. The intra-bureau transactions are a reconciling item between your FACTS submissions and your audited financial statements, which exclude intra-bureau transactions.

4. Annual Leave:

Unfunded annual leave should be classified under SGL account 2220-N, *Unfunded Leave-Non-governmental*. Funded annual leave should be classified under SGL account 2210-N, *Accrued Funded Payroll and Leave-Non-governmental*.

5. Actuarial FECA Liability/Change in Actuarial FECA Liability

- Actuarial FECA (Federal Employees Compensation Act) Liability should be reported in SGL account 2650-N, *Actuarial FECA Liability-Non-governmental*.
- The change in Actuarial FECA Liability (from the prior September 30) should be reported in SGL account 7600-N, *Changes in Actuarial Liability-Non-governmental*.

6. Employer's Share of Employee Benefits Paid or Payable to Federal Agencies:

- Funded expense for the employer's share of benefits that has been paid or is payable to other Federal agencies should be classified under SGL account 6400-G, *Benefit Expense-Governmental*. SGL account 6400-G is used for major benefit programs, including life insurance, health insurance, actual FECA expense, Unemployment, Social Security, and Medicare. Unfunded expense for the employer's share of benefits that has been paid or is payable to other Federal agencies should be classified under SGL account 6800-G, *Future Funded Expenses-Governmental*. Applicable trading partners include '16' for DOL, '20' for Treasury (IRS), and '24' for OPM.
- Funded accrued employee benefits payable to another Federal agency should be classified under SGL account 2213-G, *Employer Contributions and Payroll Taxes Payable-Governmental*. Applicable trading partners include '16' for DOL, '20' for Treasury (IRS), and '24' for OPM.
- Unfunded accrued employee benefits payable to another Federal agency should be classified under SGL account 2290-G, *Other Unfunded Employment Related Liability*. Applicable trading partners include trading partner '16' for DOL, '20' for Treasury (IRS), and '24' for OPM.
- Accrued FECA Liability/Actual FECA Expense
 - Unfunded Accrued FECA Liability should be recorded in SGL account 2225-G, *Unfunded FECA Liability-Governmental*. The related unfunded expense should be posted to SGL account 6800-G, *Future Funded Expenses-Governmental*. The applicable trading partner is '16' for DOL.
 - Funded Accrued FECA Liability should be recorded in SGL account 2190-G, *Other Accrued Liabilities-Governmental*. The related funded expense should be posted to SGL account 6400-G, *Benefit Expense-Governmental*. The applicable trading partner is '16' for DOL.

7. Imputed Costs/Imputed Financing::

- Imputed costs should be recorded under SGL account 6730-G, *Imputed Costs-Governmental*, with a trading partner '00.'
- The related Imputed Financing should be recorded under SGL account 5780-G, *Imputed Financing Sources-Governmental*, with a trading partner '00.'
- SGL accounts 5780-G and 6730-G should be equal.

8. Net Position:

- As a reminder, Net Position should be composed of only the following SGL accounts:
 - 3100, *Unexpended Appropriations*
 - 3310, *Cumulative Results of Operations*
 - 3320, *FACTS Rounding Differences*
- Beginning Balance in SGL Account Number 3310:

The balance shown in SGL account number 3310, *Cumulative Results of Operations*, on your FACTS data submission for each appropriation fund group should agree to the prior year's post-closing balance. The balance should also agree to the Cumulative Results of Operations on the prior year's audited Balance Sheet.

Any desired changes (of a material amount) to the beginning balance of SGL account 3310 should be posted to SGL account 7400, *Prior Period Adjustments*.

IV. FACTS Submission Requirements

1. For each Appropriation Symbol or Fund Group Symbol, be sure that the total debits equal the total credits (the trial balance should foot to zero).
2. If any of the debit or credit balances in your FACTS data submission do not agree to the SGL account number's normal balance listed in the Standard General Ledger's Chart of Accounts, the reason for the disagreement should be investigated by the reporting entity's personnel. For instance, if a payable in your FACTS data submission has a debit balance, you should investigate the reason why the payable balance does not agree to the normal credit balance of that SGL account.
3. Standard Format and Data Attributes

Below is an example of the required standard format. An explanation of each column and possible data attributes follows the standard format.

<u>Ag</u> (1)	<u>Bu</u> (2)	<u>Appn/ Fund Group</u> (3)	<u>FY</u> (4)	<u>Bus Ln</u> (5)	<u>EX/ NX</u> (6)	<u>SGL</u> (7)	<u>Trdg Ptnr</u> (8)	<u>G/ N</u> (9)	<u>D/ C</u> (10)	<u>Amount</u> (11)
13	63	0401	00			1010				78373092
						1110		N		127382
						1310	00	G		4000000
						1310	13	G		259775
						1310		N		141630
						2310		N		-6456033

Column

1. *Department Code (Optional)*: The Department Code for Commerce is '13.'. Numeric field (2 characters).
2. *Bureau Code (Mandatory for the 1st row of each ATB)*: Bureau Codes are listed in **Attachment B, Exhibit 7**. Numeric field (2 characters).
3. *Appropriation/Fund Group Symbol (Mandatory for the 1st row of each ATB)*: Use the Appropriation Symbol or Fund Group Symbol from Treasury's Master Appropriation File (MAF). Numeric field (4 characters).
4. *Fiscal Year (Optional)*: Report the current reporting fiscal year. Numeric field (2 characters).
5. *Business Line (Optional)*: The business line for Commerce is '01.'. Numeric field (2 characters).
6. *Exchange/Non-Exchange Revenue (Mandatory if entity has non-exchange revenue)*: Report *non-exchange revenue*, attribute 'NX,' in a separate row, as distinguished from exchange revenue. Text field (2 characters).
7. *Standard General Ledger (SGL) Account Number (Mandatory if account has a balance)*: Enter the applicable SGL account number. Be sure to use only those SGL account numbers listed in appendix 1 of the Treasury Financial Manual, Volume I Chapter 2-4000, revised and issued via a Transmittal Letter (to be issued in the Summers of 2000 and 2001). Numeric field (4 characters).
8. *Trading Partner Code (Mandatory if SGL has a 'G' attribute)*: For all SGL account numbers that have a Governmental ('G') indicator, applicable Trading Partner Code(s) must be listed on separate lines. Be sure to use only those Trading Partner Codes listed in Appendix 3 of the Treasury Financial Manual, Chapter 2-4000. Trading Partner Codes are listed in **Attachment C, Exhibit 4**. For each SGL account, the amounts for each Trading Partner Code and the SGL account total in your FACTS submissions should agree with the Final FY 2000/2001 Intra-governmental Transaction Summary Reports. Numeric field (2 characters).
9. *Governmental ('G') or Non-Governmental ('N') Indicator*: Enter the applicable 'G' or 'N' attribute for all SGL accounts in your FACTS submissions. The allowability of a 'G' and/or 'N' attribute for each SGL account is contained in Appendix 2 of the Treasury Financial Manual, Chapter 2-4000. Leave this column blank if no indicator exists. Text field (1 character).
10. *Debit ('D') or Credit ('C') Balance*: This column should be left blank. Text field (1 character).
11. *Account Balance (Mandatory if account is active)*: The account balance for each SGL account must be rounded to the nearest whole dollar; no decimal positions. Credit balances should have a negative sign. Numeric field (15 characters).

V. Data Required for the Department's FACTS Notes

In order to prepare the Department's FACTS Notes, as well as verify FACTS data submitted by the bureaus, bureaus are also required to submit the following for each reporting entity:

- Fund Balance with Treasury Worksheet - **Exhibit 2**
- Property, Plant, and Equipment Worksheet - **Exhibit 3**
- Net Position Worksheet - **Exhibit 4**

Bureaus should ensure that the FACTS submissions are consistent with the Notes in the bureaus' audited financial statements. The audited Notes will serve as the basis for the preparation of the Department's FACTS Notes.

VI. Account Grouping Worksheets

1. Bureaus are required to prepare Account Grouping Worksheets, which reconcile their FACTS submissions to the following audited principal financial statements/Notes:
 - Balance Sheet
 - Statement of Net Cost, and related Note showing a) Gross Cost and Earned Revenue by Budget Functional Classification (BFC); and b) Intragovernmental Gross Cost and Earned Revenue by BFC
 - Statement of Changes in Net Position
2. The required formats for the FY 2000 Account Grouping Worksheets will be distributed to the bureaus on July 31, 2000.
3. The Worksheets will contain a) a FACTS column which represents the FACTS data submissions; b) a Financial Statements column, which represents the audited financial statements line items, exactly as they appear in the audited financial statements; and c) a Difference column, which shows the calculated variance. **Explanations for any variances are required in the Explanations column.**

A common, valid reason for variances, particularly for the Balance Sheet, is when a SGL account is presented in the financial statements on more than one line item. Bureaus should clearly explain how the SGL account crosswalks to the financial statement line items.

Intra-bureau transactions are also a reconciling item between the bureau's FACTS submissions (intra-bureau transactions are included) and the bureau's financial statements (intra-bureau transactions are excluded). The amount of intra-bureau transactions referred to as a reconciling item should agree with the total intra-bureau transactions reported in the Final FY 2000 Intra-Commerce Transaction Detail Report.

VII. FY 2000 Deadlines

The following are due dates for the FY 2000 FACTS data reporting process:

FY 2000 Due Date	Description of Deadline
No later than June 29, 2000	Bureaus clear all balances in Appropriation Symbol 13X6875.
August 31, 2000	Bureaus must notify OFM of any additions, deletions, or revisions to Treasury's Master Appropriation File
January 16, 2001	Bureaus submit to OFM their FACTS data (includes audit adjustments), FACTS Notes data (Exhibits 2, 3, and 4), and Account Grouping Worksheets
January 31, 2001	OFM concludes review of bureaus' FACTS data, FACTS Notes data, and Account Grouping Worksheets
February 1, 2001	OFM transmits to Treasury FACTS data and FACTS Notes data
No later than February 23, 2001	OFM submits final FACTS adjustments to Treasury
March 5, 2001	CFO and OIG certify to Treasury that the Department's FACTS data is consistent or not consistent with the Department's financial statements

VIII. OFM Contact

Questions related to Attachment E can be directed to:

Diem Nguyen – OFM
 14th & Constitution Avenue, NW
 HCHB Rm. 6827
 Washington, DC 20230
 Tel: (202) 482-0831
 Fax: (202) 482-1992 or 5070
 Beyond Mail: Diem.Nguyen@OFPA@OFM
 Internet Address: Dnguye10@doc.gov

Master Appropriation File (MAF)

Bureau Code	Fund Symbol	Fund Name	Fund Type	BFC	Bureau Name
33	1100	Sal & Exp/Reimb, TA	1	376	TA
51	0120	Sal & Exp, GA	1	376	OS
51	0126	OIG Sal & Exp	1	376	
51	4511	Working Capital Fund	4	376	
51	4564	Franchise Fund	4	376	
51	6000	Deposit Fund	6	376	
51	8501	Gifts & Bequests	7	376	
52	0125	Sal & Exp, EDA	1	452	EDA
52	2050	Economic Dev Asset	1	452	
52	4406	Economic Dev Revolving Fund	3	452	
53	1500	Sal & Exp, ESA	1	376	ESA
53	4323	Economic & Stat. Analysis	3	376	
53	6000	Deposit Fund	6	376	
54	1450	Operation, Res. & Facilities	1	306	NOAA
54	1452	Construction	1	306	
54	1456	Fisheries Fin Prog Acct	1	376	
54	1457	Fleet Modernization & Shipbldg	1	376	
54	1458	GOES Satellite Contingency Fund	1	306	
54	1459	Aircraft Procurement & Modern.	2	376	
54	1460	Procurement, Acquisition & Const.	1	306	
54	4313	Coastal Zone Mgmt Fund	3	306	
54	4314	Fishing Vessel Guar – Fin Acct	3	376	
54	4316	Damage Assessment & Restor.	3	304	
54	4324	Fisheries Finance, Direct Loans	3	376	
54	4417	Fishing Vessel, Guar.- Liquid Acct	3	376	
54	5119	Fishing Vessel & Gear Damage	2	376	
54	5120	Fishermen's Contingency Fund	2	376	
54	5122	Foreign Fishing Observer	2	376	
54	5123	Fisheries Loan Fund	2	376	
54	5124	Fisheries Promotional FD	2	376	
54	5139	Promote & Dev Fisheries Prod.	2	376	
54	6000	Deposit Fund	6	376	
54	8145	EPA Transfer Appropriation	7	304	
55	1250	Operations & Admin, ITA	1	376	ITA
55	1805	Participation in US Expos	1	376	
55	6000	Deposit Fund	6	376	
55	8344	Foreign Serv Natl Sep Liab, ITA	7	602	

Master Appropriation File (MAF)

Bureau Code	Fund Symbol	Fund Name	Fund Type	BFC	Bureau Name
56	1006	Sal & Exp, PTO	1	376	PTO
56	5127	Surcharge Fund	2	376	
56	6000	Deposit Fund	6	376	
57	0500	Scientific & Tech Research Serv	1	376	NIST
57	0515	Construction of Research Fac.	1	376	
57	0525	Industrial Tech Serv	1	376	
57	4650	Working Capital Fund, NIST	4	376	
59	0201	Minority Business Develop.	1	376	MBDA
61	0527	Endow. Child. Educ. TV, NTIA	1	503	NTIA
61	0550	Sal & Exp, NTIA	1	376	
61	0551	Public Telecom. Facilities	1	503	
61	0552	Info Infrastructures Grants, NTIA	1	503	
62	4295	NTIS revolving Fund	3	376	NTIS
63	0401	Sal & Exp, Census	1	376	Census
63	0450	Periodic Censuses	1	376	
63	3800	Clearing Accounts	9	376	
63	4512	Working Capital Fund, Census	4	376	
63	5000	Receipt Accounts	2	376	
63	6000	Deposit Fund	6	376	
67	0300	Operations & Admin	1	376	BXA

Fund Balance with Treasury Worksheet
As of September 30, 2000/2001

Reporting Entity _____

Fiscal Year (Check One): FY 2000 _____ FY 2001 _____

Fund Balance with Treasury (per FACTS):

	Amount	Total Amount
Appropriation # _____	_____	
Appropriation # _____	_____	
Appropriation # _____	_____	
Appropriation # _____	_____	
Appropriation # _____	_____	
Appropriation # _____	_____	
Appropriation # _____	_____	
Total Per FACTS		_____

Fund Balance with Treasury (per FACTS II or FMS 2108):

Appropriation _____	_____	
Appropriation _____	_____	
Appropriation _____	_____	
Appropriation _____	_____	
Appropriation _____	_____	
Appropriation _____	_____	
Appropriation _____	_____	
Total Per FACTS II or FMS 2108		_____

Difference: _____

Explanation of Difference:

Property, Plant, and Equipment Worksheet
As of September 30, 2000/2001

Reporting Entity _____

Fiscal Year (Check One): FY 2000 _____ FY 2001 _____

A. Property, Plant, and Equipment (PP&E):

	PP&E	Accumulated Depreciation	PP&E, Net
1. Balance as of October 1	_____	_____	_____
2. Prior Period Adjustments to PP&E- Correction of Errors	+ / - _____	+ / - _____	+ / - _____
3. Prior Period Adjustments to PP&E- Change in Accounting Principle	+ / - _____	+ / - _____	+ / - _____
4. Corrected Beginning Balance	_____	_____	_____
5. Capitalized Acquisitions	_____	_____	_____
6. Deletions from Balance Sheet	_____	_____	_____
7. Revaluations	+ / - _____	+ / - _____	+ / - _____
8. Stewardship Reclassifications	+ / - _____	+ / - _____	+ / - _____
9. Current Year Depreciation Expense	_____	_____	_____
10. Balance as of September 30	_____	_____	_____
12. FACTS ATB(s) as of September 30- SGL PP&E Accounts	_____	_____	_____

**B. Unreconciled Difference Between
ATB(s) and this Note**

Explanations of Differences: _____

Net Position Worksheet
As of September 30, 2000/2001

Reporting Entity _____

Fiscal Year (Check One): FY 2000 _____ **FY 2001** _____

A. Activity in the Net Position and Unexpended Appropriation for the Fiscal Year:

	Cumulative Results of Operations SGL 3310	Unexpended Appropriations, Net SGL 3100
1. Balance, Beginning of Year October 1	_____	_____
2. Net Cost or Surplus/Deficit from Operations	_____	
3. Change in Expended Appropriations	_____	_____
4. Prior Period Adjustments	_____	
5. Change in Other Equity Accounts		
A. Change in Stockholder or Association Equity _____		
B. Change in Unrealized Gains or Losses on Marketable Securities	_____	
C. Other	_____	
6. Balance, End of Year September 30	_____	_____

B. Describe the Amounts Included in Line 5C Above:

**C. Defining the Components of the Post-Closing Balance in SGL Account 3310,
 Cumulative Results of Operations:**

1. Stockholders or Association Equity	_____
2. Unrealized Gains or Losses on Marketable Securities	_____
3. Net Operating Activity since Inception	_____
4. Other	_____
5. Post-Closing Balance in SGL 3310, as of September 30	_____

D. Describe the Amounts Included in Line 4 Above:

